



Public Health
Prevent. Promote. Protect.
Montgomery County
Health Department

Montgomery County Health Department

Position Title: Public Health Educator
Reports To: Health Department Administrator
Status: Non-Exempt
Effective Date: November 1, 2021

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Summary:

Public Health Educator is to use his or her knowledge of social, economic, and cultural factors and their impact, along with knowledge of public health issues in the community to provide education to individuals, groups, and the community through effective partnerships with other local agencies.

Under general supervision of the Montgomery County Health Officer and Administrator, the Public Health Educator conducts and delivers the daily programs, services, and activities of the Montgomery County Health Department. The Public Health Educator uses independent judgment while making decisions that influence all operations of the Health Department. Acting within the framework of established National, State and local Laws, codes, rules, and guidelines; including Health Department policies, protocols, and objectives, the Public Health Educator is an agent of the Montgomery County Health Officer.

Essential Duties and Responsibilities:

Public Health Sciences

- Assists with the development and implementation of multiple strategies, initiatives, and activities that promote health and prevent disease, including but not limited to the health department, homes, community organizations and businesses, schools, and the community in general.
- Assist in the development, implementation, and evaluation of strategies that address established community health improvement priorities in partnership with community organizations.
- Research and retrieve information regarding evidence based health promotion and health education initiatives, programs, and activities from a variety of text and electronic resources.
- Assists as directed in implementation of community-based research and demonstration projects.
- Design and conduct health educational programs for the department, community organizations, and members of the general public and other professionals.

- Develop and promote and/or market health education materials and information that are accurate, culturally appropriate, and educationally sound.
- Gather, organize, and maintain data for program monitoring, evaluation and improvement.
- Perform comprehensive individual and family assessments which may include health history, physical assessment, psycho-social assessment, substance use or domestic violence issues, an assessment of basic needs of food, housing, income, resources/supports, and access to health care
- Provide care coordination, referral and follow-up to individuals and families who are members of a vulnerable population and/or high-risk groups. Evaluates outcomes, effectiveness of plan, and makes changes as necessary.
- Uses public health surveillance/disease investigation methods in community outreach, screening, and case finding of communicable and infectious diseases that threaten the health of the community.
- Provide education to individuals, families and community groups that are adapted to their unique needs, lifestyle, cultural and socio-economic situation.
- Ensure patient and client confidentiality and maintain orderly medical records. Follows established Public Health medical records policies and procedures as well as the State and Federal laws that govern the release of health care information.
- Documents patient assessment and intervention data in medical records. Uses established medical record forms, databases and documentation practices.

Analytical/Assessment

- Ability to collect reliable data from primary and secondary sources; ensure accuracy, completeness, and quality of data for disease prevention, evaluation, and quality improvement efforts.
- Participate in community health assessment and health improvement planning and interventions; assessing both individual and community health needs.

Policy Development/Program Planning

- Ability to plan, implement, and evaluate health education strategies, interventions and programs.
- Assist in policy development, implementation, and analysis; advocacy for appropriate plans and policies, and identify potential barriers to new policy development and implementation that improve community health.
- Knowledge of Indiana state and Montgomery County laws and ordinances.

Communication and Cultural Competency

- Delivers targeted, culturally appropriate information to help individuals and groups understand health promotion, disease prevention, policies, regulations, and local codes and ordinances.

- Utilize appropriate methods for interfacing effectively and professionally with individuals/groups of all ages and from diverse cultural, socioeconomic, educational, racial and ethnic, sexual orientations and, lifestyles, and physical abilities.
- Adhere to ethical principles in the collection, maintenance, use and dissemination of data and information.

Community Dimensions of Practice

- Assist in the development and coordination of community and agency partnerships, initiatives, programs and events to address community health priorities and improve population health; develop and implement processes to ensure public involvement and input.
- Provide leadership in the process of developing and applying evidence-based strategies into specific, measurable, attainable, relevant and timely goals and objectives in partnership with other private and public organizations.
- Designs and delivers orientation for department staff.
- Advocate on behalf of vulnerable populations that include health inequities and disparities of the social determinants of health.

Financial Planning & Management Skills

- Collaborate in activities that contribute to the development of budgets and the efficient use of resources
- Participates in developing resources for health promotion and disease prevention initiatives and activities through assessment and the preparation of proposals for funding from external resources, such as local, state and national grants.

Leadership and Systems Thinking

- Demonstrate knowledge regarding and compliant with applicable professional practice guidelines and any other Federal and State laws and regulations applicable to practice as a public health professional.
- Adhere to Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
- Contribute to a work environment where continuous quality improvement and professional practice are pursued

Other

- Maintain, update and use computerized data management systems.
- Perform public health emergency response duties as assigned and consistent with training provided, in response to threats to the public's health consistent with job classification.

- Participate in department and community emergency response training and drills in support of public health emergency and disaster preparedness consistent with job classification.
- Assume responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program. This includes, but is not limited to creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
- Performs other duties as assigned consistent with job classification.

Additional Duties and Responsibilities:

- Actively serve on community coalitions and committees
- Participate in planning and implementation of community health assessments
- Effectively represent the health department at health fairs and other community events to provide education on public health topics
- Actively seek opportunities to provide public health education within the community
- Effectively assist health department and community determine public health priorities by identifying gaps in public health education, prioritizing needed education, and meeting the education gaps and needs
- Write clear and concise press releases for public health education of community
- Work collaboratively with all health department staff
- Effectively and appropriately research and compile data regarding identified public health needs in the community
- Develop sustainable, measurable, evidence-based programs to address public health needs of the community, within the nursing department and the environmental department of the LHD
- Assist Public Health Nurse and Environmental Health Specialist implement programs addressing public health needs
- Case management for individuals and/or families where public health risks have been identified and resources are otherwise unavailable
- Coordinate/facilitate internship recruitment and programming
- Oversight and coordination of PHAB Accreditation activities

Additional Duties and Responsibilities:

- Articulates basic concepts of environmental health and public health and conveys an understanding of their value and importance to clients and the public.
- Operates a motor vehicle to conduct work activities.
- Communicates with supervisors, peers, or subordinates by telephone, in written form, e-mail, or in person.
- Communicates with persons outside organization; representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

- Organizes, plans, and prioritizes work through developing specific goals and plans to accomplish work.
- Establishes and maintains interpersonal, constructive, and cooperative working relationships with others, and maintaining them over time.
- Provides consultation and advice to management or other groups on technical, systems, or process-related topics.
- Performing administrative activities including day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Performing for or working directly with the public. This includes serving customers, and receiving clients or guests.
- Thinking creatively in order to develop, design, or create new applications, ideas, relationships, systems, or products.
- Resolving conflicts and negotiating with the public including, but not limited to, handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- Monitors processes, materials, or surroundings by reviewing information from materials, events, or the environment, to detect or assess problems. This includes identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances, objects, and events.
- Leads, manages, or assists emergency preparedness actions.

Key Performance Standards:

- Assessment and analysis of individual and community needs and assets;
- Planning of theory-based health education programs which includes the development of appropriate and measurable objectives;
- Implementation of population-based health education programs which match various educational strategies and methods to the identified issues. Strategies may include, but are not limited to, direct programming, train-the-trainer programs, community organization methods, media campaigns, and advocacy initiatives;
- Provision of process, impact, and outcome evaluation of health education programs in order to measure achievement and success;
- Management of health education programs, personnel, and budgets;
- Development of in-service training programs for staff, volunteers, and other interested parties;
- Recruitment and training of volunteers to build and support community coalitions and partnerships;
- Identification of and facilitation among agencies and community resources to reduce duplication and enhance services;
- Provision of client referral and assistance to health and social service resources;
- Development of risk communication plans to manage community concern and convey appropriate and accurate information;
- Advise and/or serve as a spokesperson and liaison to the media;
- Provision of public health advocacy for policies and funding that support social justice principles and which will improve the health status of communities;
- Provision of grant writing to support local health agency objectives, the Community Health Improvement Plan, and health education programs;
- Development of audio, visual, and print materials which support program initiatives; and
- Use of quantitative and qualitative research techniques to advance the quality of public

health practice.

Position Qualifications:

Preference will be given to individuals with a bachelor's degree in public health, health promotion/education, social work or other closely related degree. Prior experience is preferred but not required or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Indiana Driver's License.

ADA Compliance:

Physical Ability:

Tasks may require the ability to exert moderately physically demanding work, typically involving some combination of balancing, stooping, kneeling, crouching, and which may involve some lifting, carrying, pushing, and/or pulling of heavy objects and materials (1-50 pounds). May require working evening and weekend hours.

Environmental Factors:

Performance of essential functions will be conducted indoors at Health Department and other off-site locations however; it may require exposure to the outdoor elements including humidity, rain, and extreme temperatures.

Applicant/Employee Acknowledgement:

The job description for the position of **Public Health Educator** for **Montgomery County Health Department** describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes____ No____

Applicant/Employee Signature:

Date

Montgomery County, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.